

BYLAWS of the BAY COUNTY GYPSY MOTH ADVISORY COMMITTEE

Article I Mission

The Committee shall establish and recommend a plan of action for public education and monitoring to facilitate suppression and control of the Gypsy Moth and other non-native, invasive pests that damage local trees and plants. The Gypsy Moth Program Coordinator shall report these recommendations to the County Executive.

Article II Membership

All members shall be appointed by the County Executive for a term of one year. Membership shall be drawn from but is not limited to the following sources: County, Township, City Government, area business owners (i.e., nurserymen, pest management operators, tree service personnel), MSU Extension, area gardening groups (i.e., the Bay City Garden Club, the Bay County Master Gardeners Association) and interested citizens at large.

Article III Officers

A. Offices. The officers of the Committee shall consist of a Chair, Vice Chair and Secretary. All officers, other than the Secretary, are required to be an appointed member of the Committee.

B. Duties.

1. **Chair and Vice Chair.** The chair of the Committee shall be the presiding officer thereof. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.
2. **Secretary.** The Secretary shall be the recording officer and shall keep and maintain records and accounts of the Committee's business and shall keep minutes of the meetings of the Committee.

C. Election. The officers of the Committee shall be elected by the Committee at their first meeting of the County fiscal year.

D. Term. Each officer shall hold office until his or her successor has been elected and qualified, or until his or her death, resignation or removal.

E. Resignation. Any Officer or Member other than the Chair may resign at any time by giving written notice of such resignation to the Chair and the County Executive. The Chair may resign at any time by giving written notice of such to the Secretary of the Committee and the County Executive's office. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.

F. Removal. Any officer may be removed, either with or without cause, and a successor appointed by the County Executive. If the Chair is removed from office, the Vice Chair will complete the term of office as the Chair and shall appoint a new Vice Chair to serve under him/her.

G. Vacancies. A vacancy on the Committee by reason of death, resignation, inability to act, disqualification, or any other cause, may at any time be filled for the unexpired portion of the term by the County Executive.

Article IV

Meetings

A. Regular and Special Meetings. All meetings of the Committee shall be held in compliance with the Open Meetings Public Act, Act Number 267 of 1976, as amended. All meeting of the Committee shall be held in a place available to the general public and public notice of meetings shall be posted in accordance with the requirements of the Open Meetings Act. Regular meetings of the Committee shall be scheduled once annually in the first quarter with additional meetings scheduled as needed by the Chair or by consensus of one third (1/3) of the Committee members.

B. Meeting Notice. Notice of committee meetings shall be made by posting written notice of the date, time and place of the meeting at the Bay County Gypsy Moth Program office, 5th floor Bay County Building at least 18 hours prior to the meeting. Written notice will be sent along with the agenda to each committee member not less than 48 hours prior to the meeting.

C. Quorum. A majority of the appointed members of the Committee shall be required to constitute a quorum. The Committee shall act by motion or resolution. All actions of the Committee shall be by an affirmative vote of a majority of the members of the Committee.

D. Bylaws. The Committee shall have the right from time to time to adopt and amend Bylaws governing the Committee's procedures. The Bylaws shall not conflict with any statutes or laws. The Gypsy Moth Program shall keep a record of all Committee procedures.

Article V

Rules of Order

The rules of the latest edition of Robert's Rules of Order shall govern the proceedings of the Committee except where such Rules are contrary to these Bylaws or the laws of the State of Michigan.

Article VI

Committees

The Chair shall appoint all sub-committees of the Committee.